

Cheque Factory 3.0



User Manual

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Cheque-Factory.com

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I. Introduction:

1. Overview:

Cheque Factory is a simple program that will assist you in creating and printing your checks in three languages Arabic, English or French. This software may also be used to easily create labels or tickets with support for several types of barcodes, business cards and other documents to be printed.

A wizard of a particularly simplified use will guide you during the design of your checks and documents to print:

- ▶ Direct acquisition of document images from a scanner, (easy positioning and resizing of check elements with drag & drop).
- ▶ Choose the custom print size directly from the software.
- ▶ Drag images from Windows Explorer or insert shapes and drawings from MS Word.
- ▶ Sign your documents directly with the mouse.
- ▶ Data can be transferred back and forth to/from the application in formats like CSV Text file, Xbase, FoxPro, Excel and MS Access or MySQL databases to make it easy to work with other applications and to ensure the management of your bank accounts and the management of your checkbooks and bank balances using fully customizable reports.
- ▶ You can export your document to several graphics file formats (standard file formats are supported).
- ▶ The access to the software can be protected by password to prevent unauthorized access.

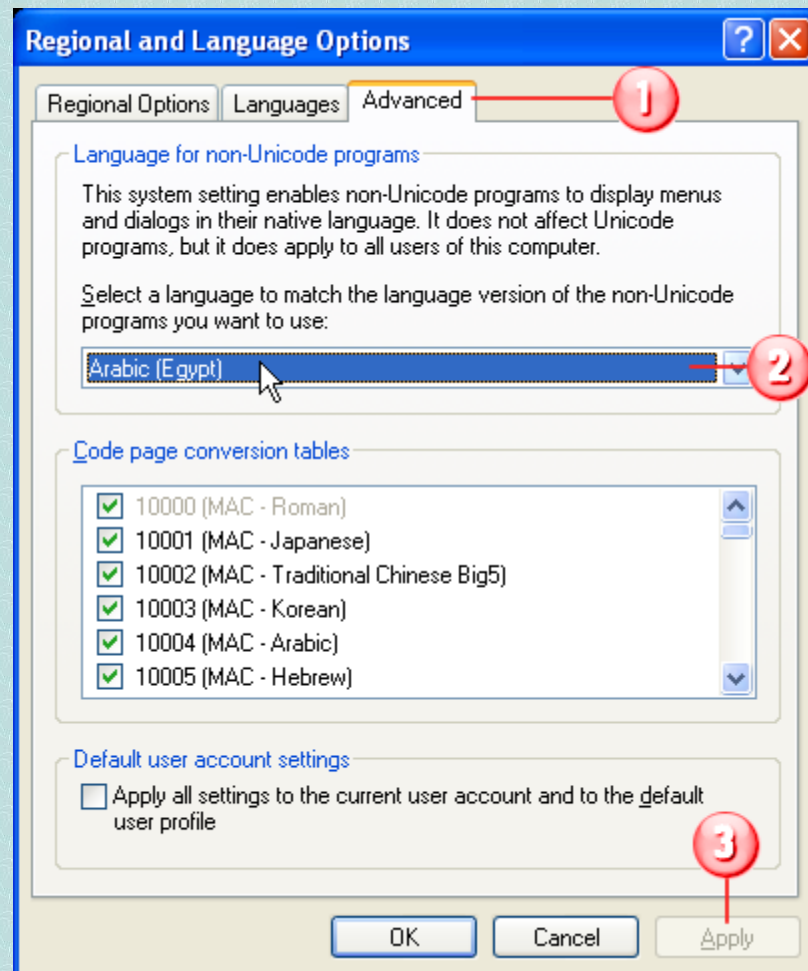
2. Arabic language requirements:

To display the Arabic language correctly, some modifications in the **Regional Options** of the **Control Panel** of Windows NT are necessary.

Click on the **Start** button then on the menu **Parameters**, choose **Control Panel**. Double-click on the icon **Regional Options**.

Windows XP:

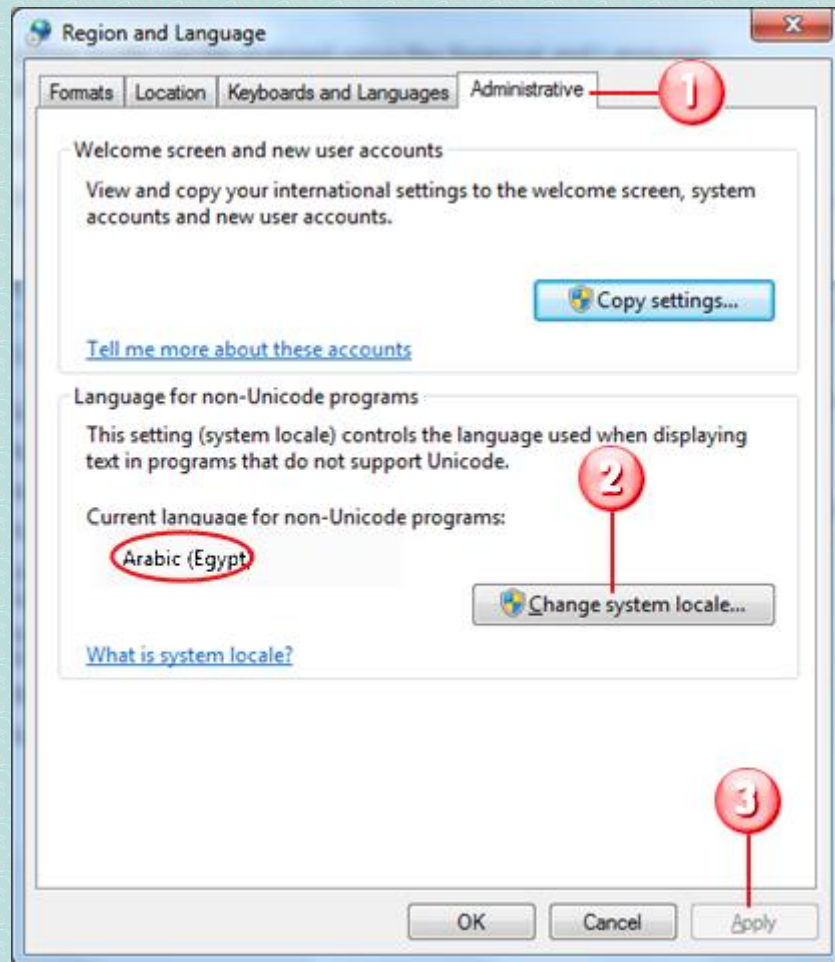
Click on the **Start** button then on the menu **Parameters**, choose **Control Panel**. Double-click on the icon **Regional and Language Options**.



1. Click on the tab **Advanced**.
2. In the drop-down list that is displayed, select Arabic.
3. When you make a selection in the drop-down list, the button **Apply** becomes available. Once you have clicked on it, a confirmation box and a computer restart is necessary to reflect these parameters.

Windows Vista, Windows 7 and Windows 8:

Click on the **Start** button then on the menu **Parameters**, choose **Control Panel**. Double-click on the icon Clock, Region and Language, choose **Region and Language**.



1. Click on the tab **Administrative**.
2. Click on the button **Change system locale**. In the drop-down list that is displayed, select Arabic then click OK.

The button **Apply** becomes available. Once you have clicked on it, a confirmation box and a computer restart is necessary to reflect these parameters.

II. Getting started with Cheque Factory:

1. Launch Cheque Factory:

Click Start> All Programs> Cheque Factory> Cheque Factory.

Cheque Factory runs like any Windows program with the association of file format is **.CHQ**.

The start options are:

Command line	Description
<Path>Chfactor.exe	Will start Cheque Factory which the executable Chfactor.exe is on the specified path.
<Path>Chfactor.exe <Path> File.chq	Will start Cheque Factory and loads the file of configuration File.chq which is on the specified path.
<Path>Chfactor.exe <Path> File.chq Amount	Will not start Cheque Factory but change the bank balance of the checkbook File.chq in a transparent way.
<Path>Chfactor.exe /Registry	Will not start Cheque Factory but register the program default registry keys. This is to avoid a complete reinstallation of the software.

2. View samples:

Complete and directly usable examples are provided with Cheque Factory. They are located in the subfolder ...\\Samples of My documents folder. The ...\\Samples folder includes 3 subfolders:

- ▶ Subfolder ...\\Arabic which contains examples for Arabic language.
- ▶ Subfolder ...\\English which contains examples for English language.
- ▶ Subfolder ...\\French which contains examples for French language.

Folder contents of ...\\Samples\\English:

Files	Description
Card.chf	An example of business card
Newcheque.chf	An example of bank check.
Ticket.chf	An example of a ticket with barcode.
Barcodes.chf	Sample file to create and print barcodes.
Doccsv.chf	Printing cheques and checkbook management document with data imported from CSV text files (Cheques.csv , Ledger.csv and Payees.csv).
Docdbc.chf	Printing cheques and checkbook management document which data imported from a Visual FoxPro database.
Docxls.chf	Printing cheques and checkbook management document with data imported from Excel workbook.
Docmdb.chf	Printing cheques and checkbook management document with data imported from a MS Access database.
Barcodes_csv.chf	Making and printing barcodes with data imported from CSV text file.
Barcodes_dbc.chf	Making and printing barcodes with data imported from a Visual FoxPro database.
Barcodes_xls.chf	Making and printing barcodes with data imported from Excel workbook.
Barcodes_mdb.chf	Making and printing barcodes with data imported from MS Access database.
Datafile.dbc	Visual FoxPro database containing 4 tables Cheques.dbf , Ledger.dbf , Payees.dbf and Barcodes.dbf .
Datafile.xls	Excel workbook containing 4 Excel sheets Cheques , Ledger , Payees and Barcodes .
Datafile.mdb	MS Access database containing 4 tables Cheques , Ledger , Payees and Barcodes .
Datafile.sql	Dump file containing 4 tables Cheques , Ledger , Payees and Barcodes that you can import into your MySQL database.

3. Video tutorials:

Select **Help > Tutorials**, **Cheque Factory** provides 4 tutorials contained in a single downloadable file once from [Cheque-Factory.com](https://chequefactory.com):

- ▶ Create a check using a scanner.
- ▶ Signing a check using the mouse.
- ▶ Create a business card.
- ▶ Connecting your document to a MySQL database.
- ▶ Printing barcodes which values are contained in an Excel workbook.
- ▶ Set up and print a report.

III. Create a document to print:

- ▶ To create a new document, select **File > New (Ctrl + N)** or click the button  of standard toolbar.
- ▶ To modify an existing document, select **File > Open (Ctrl + O)** or click the button  of standard toolbar.

A wizard will guide you in step by step:

1. Printer and currency to use.
2. Page setup.
3. Using a scanned image.
4. Locations and layout information.
5. Type and structure of the data file.
6. Print preview and Print dialog boxes.

Remarks:

To save your current work, select **File > Save (Ctrl + S)** or click the button  of standard toolbar.

To save your work as model of document, select **File > Save as...**

To export your document to several graphics file formats (standard file formats JPEG, BMP, PNG, GIF, EMF and TIF are supported), select **File > Export...** or click the button  of standard toolbar.

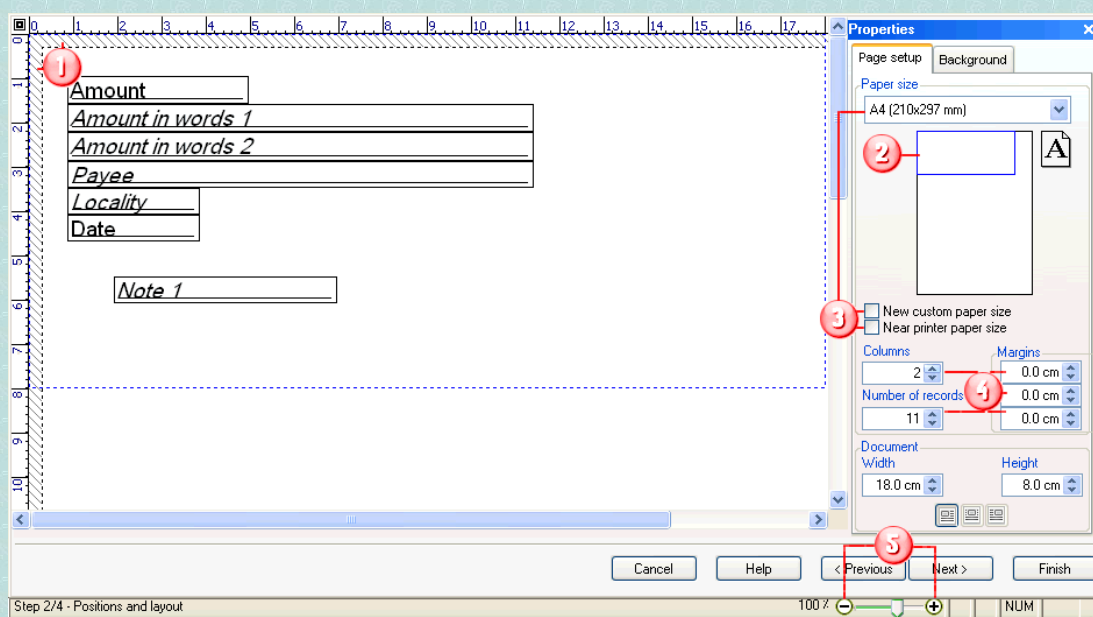
1. Printer and currency to use:

The screenshot shows the 'Printer to be used' dialog box. It is divided into several sections: 'Printer to be used', 'Orientation', 'Bank information', and 'Currency to be used'. Red callouts with numbers 1 through 5 point to specific elements: 1 points to the 'Printer...' button; 2 points to the 'Bank id' and 'Balance' fields; 3 points to the 'Select a currency' drop-down list; 4 points to the 'Name of the currency' field; and 5 points to the 'Add' button. The 'Bank information' section has fields for 'Name', 'Bank id', 'Cheque Number', and 'Balance'. The 'Currency to be used' section includes a table of currencies and a form to add a new one.

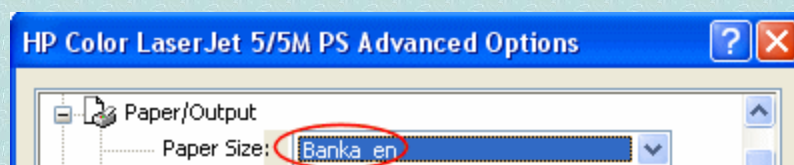
Currency	Subunit	Number of decimals
AED	Fils	2
Dinar / Dinars	Millime / Millimes	3
Dollar / Dollars	Cent / Cents	2
Euro / Euros	Centime / Centimes	2
Pound / Pounds	Plaster / Plasters	2

1. Click this first button displays the **Printer** dialog box to select the printer to use. The second button displays the **Printer Properties** dialog box where you can access the various settings of the printer (paper size, tray to use, print quality ...). For more information, it is advisable to refer the documentation accompanying your printer.
2. These items become available if your document is a check setup. Such information should be provided to the program so that it can manage your checkbook and bank account balances.
3. To choose a currency click on the drop-down list.
4. To enter a new currency, insert the name of the currency (the name of the subunit and the number of decimals).
5. Click this button to add the new currency. If the plural of currency or subunit is the same as the singular, it is not necessary to enter the forward slash and plural.

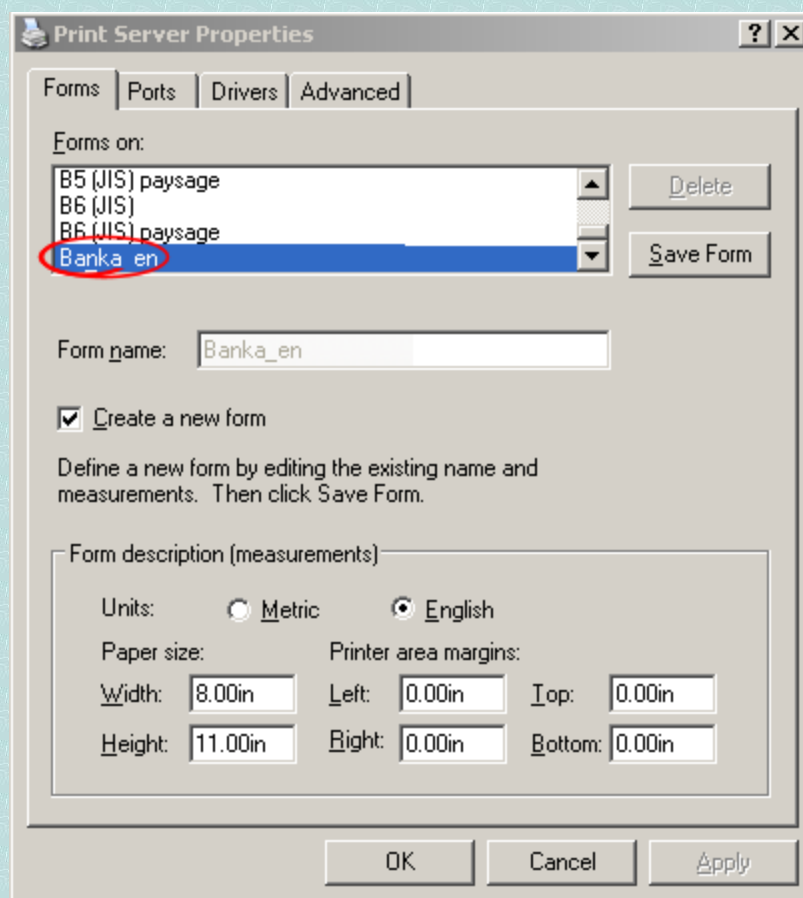
2. Page setup:



1. This area corresponds to the non printable area of your printer (top margin and left margin minimum specified by your printer driver).
2. The miniature represents the printable area or the paper size (here A4). The area bounded by the blue line corresponds to the surface of the document.
3. If your printer driver allows that, it is recommended to add a custom print form. By checking this checkbox, a new form of printing is added to your Print Server. The name of your document will be its name. The size of this form corresponds to the size of your document (with one millimeter in more in length and in width). If the driver of your printer manages the custom print forms, it will be added to the list of the forms of paper size supported by your printer and will be selected automatically as new format of paper size for printing your documents.



You can also add (or remove) new forms manually. Under Windows XP, choose **Printers and Faxes** then **Print Server Properties**. Under Vista or Windows 7 or or Windows 8 choose Control panel **Administration Tools**, **Print management** then tab **Forms** in **Print Server Properties** dialog box. It is recommended to use this method if the program fails in its attempt to remove or add new form. The program proceeds as follows: when it finds a form of the same name that it plans to add it begins by removing the existing form.



4. These spinners are used to change the number of records, number of columns, the left margin, the space between rows and the space between columns in your document.
5. This slider and the + and - buttons control the zoom on this design window.

Remarks:

The choice of a printer paper size close to the size of the cheque allows greater precision about the location of elements of the cheque when printing.

If your printer has specific paper trays (for envelopes, cards ...), select the printer setting corresponding to type (source or tray).

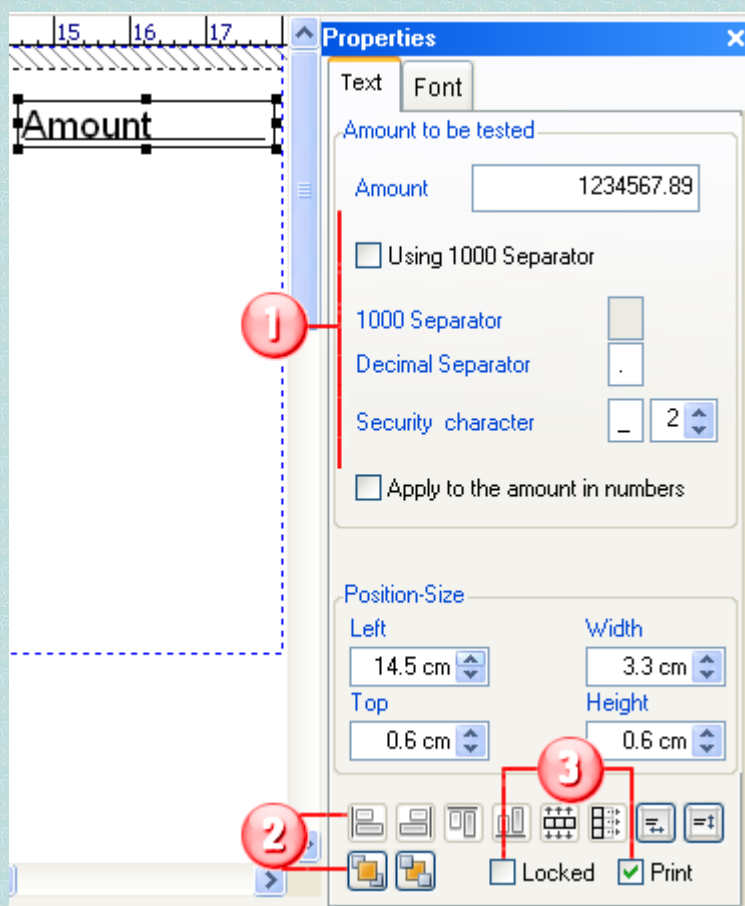
It is also advisable to perform test printing on paper cut to the size of the cheque and to verify the accuracy through the transparency of the overlay zones. Correct any discrepancies by selecting simultaneously (Ctrl + A) in order to move them together all elements of the document.

To enter the real size of the cheque in centimeters (length and width), click on the spinners.

3. Locations and layout information:

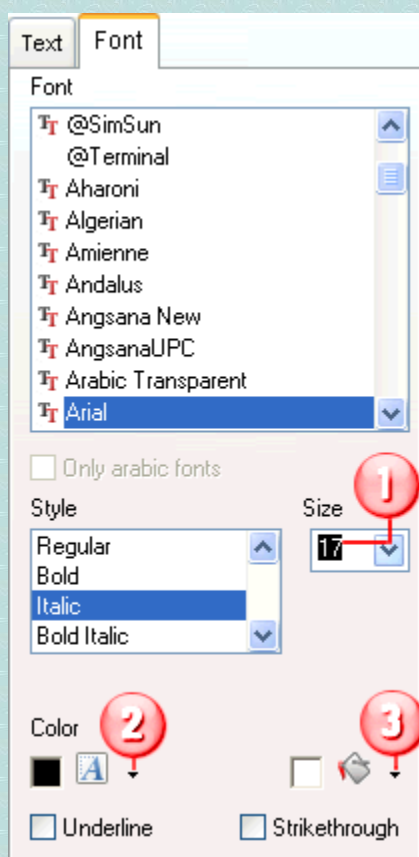
Click on an element of the document displays its properties that can be changed in the Properties window. Click the right button on an element of the document shows a context menu that provides direct access to commands.

Amount in digits:



1. Check this box allows the use 1000 Separator (space or "," for example). The character entered will serve as Decimal Separator ("." Or "," for example). You can also Enter a security character ("#" or "=" for example) and the number of times it will be repeated. You can apply this character only to amount in words or payee. Note that the settings made here are also applicable to your other reports.
2. The Alignment Toolbar (for more information see: Using a scanned image).
3. Check this checkbox to lock an element of the document (the selection of this element will appear in red). Uncheck this checkbox and this element will not appear in printing.

The **Font** tab of the Properties window allows you to select the font (from those installed on your computer), the size, style and color of each element of the document.



The **Font** tab of the **Properties** window allows you to select the font (from those installed on your computer), the size, style and color of each element of the document.

1. In the case of a TrueType font or you can enter a size (between 4 and 99) without using the values contained in the dropdown list.
2. Click here to choose the color of the text.

3. Click here to choose the background color of the text.

Amount in words:

Several settings can be applied to the amount in words. Note that it is possible to apply the uppercase while excluding currency.

Date:

1. Click here to view the calendar and choose a date.
2. You can change the date separator.
3. When you choose long date format the name of the month is displayed with the year in 4 digits. When you choose short date format it is possible to display the year in 2 or 4 digits
4. In the Arabic language month names are different by country. You can select the month name of a particular country or the one displayed by the operating system.
5. In Arabic language it is also possible to select the **Hijri** or **Muslim** calendar instead of the **Gregorian** calendar. To do this, you must first select it as the default calendar in the **Regional Settings** of the operating system. The three standard formats of Windows long date

are supported: "dd/MMMM/yyyy", "dd MMMM,yyyy" and "dddd, dd MMMM, yyyy".

Remarks:

To move an element just click on it and use either the spinners, or the arrow keys of the keyboard. For a fast but less moving, you can also use the mouse and the drag-drop.

To move from one element to another press the **Tab** key.

To enlarge an element hold **Shift** key and press the **Right arrow**. To contract an element hold **Shift** key and press the **Left arrow**. To increase the height of an element hold **Shift** key and press the **Up arrow**. To reduce the height of an element hold **Shift** key and press the **Down arrow**. You can also use the spinners.

You can edit the properties of several elements of the cheque or move those items by selecting them at the same time.

To select all items of the cheque press **Ctrl + A**.

To select more than one element hold down **Shift** key and click the next item to be selected..

4. Type and structure of the data files:

Format of the data file

☐ No data file
☒ CSV file (*.csv)
☐ Visual FoxPro database (*.dbc)
☐ Excel Workbook (*.xls)
☐ MS Access database (*.mdb)
☐ MySQL datasource

C:\Documents and Settings\Mes documents\Cheque Factory\Samples\English\CHEQUES.CSV

Structure of the data file

☒ Cheque management and printing other reports
☒ Print cheques
☐ Print other reports

Structure

SelField	Width
Date_op	10
Payee_id	8
Description	15

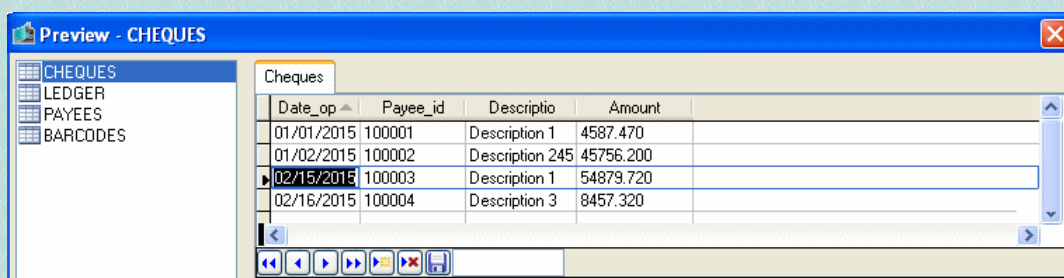
Data

Field	Value
	01/01/2015
	100001
	Description 1

1. File types supported by Cheque Factory.

- ▶ Text File (*.csv)
- ▶ Visual FoxPro database (*.dbc)
- ▶ Excel workbook (*.xls,xlsx)
- ▶ MS Access database (*.mdb,*.accdb)
- ▶ MySQL datasource

2. Click this button to locate and select your data file.
3. Click this button to browse this file. **Cheque Factory** will start the Windows **Notepad** for editing Txt files, **Excel** for xls / xlsx files, **MS Access** for mdb / accdb databases. For others data types, **Cheque Factory** displays this screen for direct data entry into the tables. The toolbar allows you to navigate, search, add, delete and save your data.



4. This grid displays the structure of the selected table.
5. Checking this box allows **Cheque Factory** to manage your checkbook (checks issued and bank account balances).

Text File (*.csv):

This structure is displayed from a CSV file named **Cheques.csv**. Field names are determined from the first line of the CSV file.

Structure		
SelfField	Width	
☒ Date_op	10	
☒ Payee_id	8	
☒ Description	15	

Remarks:

CSV files used by Cheque Factory use semi-colons to separate fields and text fields are delimited by quotes.

The fields that appear in the Structure grid fields are determined from the first line of the CSV file (their names should be **Date_Op**, **Payee_ID**, **Description**, **Amount**).

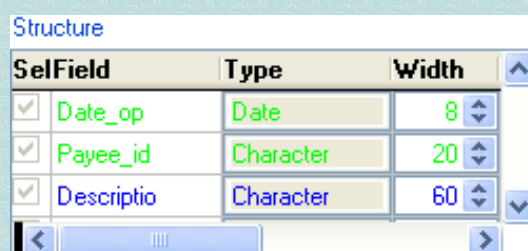
To print cheques the program uses another CSV file named **Payees.csv** representing the table that contains the names of payees.

To print other reports and ensure the management of your bank accounts and manage your checkbooks and bank balances the program uses another CSV file named **Ledger.csv** (representing the general ledger that contains all bank transactions of your company). **Cheque Factory** also uses this file to record automatically any printed or voided cheque.

Fields that may appear in red in this grid are fields that would not be part of a cheque configuration.

Visual FoxPro database (*.dbc):

When you select a Visual FoxPro database, the program searches a table named **Cheques.dbf** determines the names, types and widths of the fields that make up this table. The output is displayed in the **Structure** grid.



The screenshot shows a window titled 'Structure' containing a table with three columns: 'SelField', 'Type', and 'Width'. There are three rows of data. The first row has 'Date_op' in green, 'Date' in green, and '8' in green. The second row has 'Payee_id' in green, 'Character' in green, and '20' in green. The third row has 'Descriptio' in blue, 'Character' in blue, and '60' in blue. Each row has a checkbox in the 'SelField' column, all of which are checked. To the right of the 'Width' column are vertical scroll bars. At the bottom of the grid are horizontal scroll bars.

SelField	Type	Width
☒ Date_op	Date	8
☒ Payee_id	Character	20
☒ Descriptio	Character	60

Remarks:

The fields that appear in green in this grid are the fields in the table **Cheques.dbf** (their names should be **Date_Op**, **Payee_ID**, **Descriptio**, **Amount**).

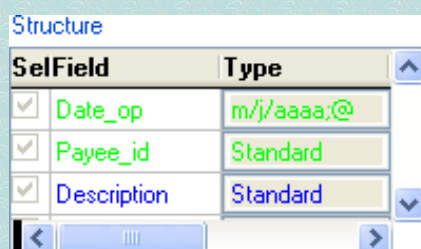
To print cheques the program uses another table named **Payees.dbf** representing the table that contains the names of payees.

To print other reports and ensure the management of your bank accounts and manage your checkbooks and bank balances the program uses another table named **Ledger.dbf** (representing the general ledger that contains all bank transactions of your company). **Cheque Factory** also uses this table to record automatically any printed or voided cheque.

Fields that may appear in red in this grid are fields that would not be part of a cheque configuration.

Excel workbook (*.xls,xlsx) :

When you select an Excel workbook .XLS or .XLSX, the program searches a worksheet named **Cheques**, determines the field names from the first row of this worksheet. Sizes are determined from the first cell of the second row of the worksheet. Format is displayed using the representation of Excel (for example, "@" is the type "string" or text format).



SelField	Type
☒ Date_op	m/j/aaaa:~
☒ Payee_id	Standard
☒ Description	Standard

Remarks:

The fields that appear in green in this grid are the fields in the **Cheques** worksheet (their names should be **Date_Op**, **Payee_ID**, **Description**, **Amount**). The order of columns of the Excel worksheet does not matter.

To print cheques the program uses another worksheet named **Payees** representing the table that contains the names of payees.

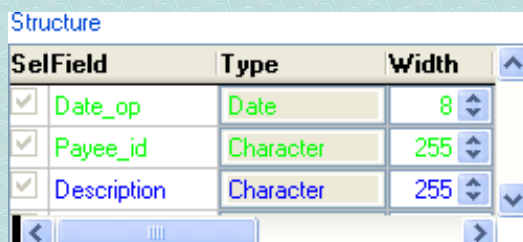
To print other reports and ensure the management of your bank accounts and manage your checkbooks and bank balances the program uses another worksheet named **Ledger** (representing the general ledger that contains all bank transactions of your company). **Cheque Factory** also uses this worksheet to record automatically any printed or voided cheque.

The cells format chosen for all columns (including those generated) will be respected and used for the rest of the Excel sheet.

Fields that may appear in red in the grid are fields that would not be part of a cheque configuration.

MS Access database (*.mdb,*.accdb):

When you select an MS Access database, **Cheque Factory** searches for a table named **Cheques**, determines the names, types and sizes of the fields of the table. The result is displayed in this grid.



SelField	Type	Width
☒ Date_op	Date	8
☒ Payee_id	Character	255
☒ Description	Character	255

Remarks:

The fields that appear in green in this grid are the fields in the table **Cheques** (their names should be **Date_Op**, **Payee_ID**, **Description**, **Amount**).

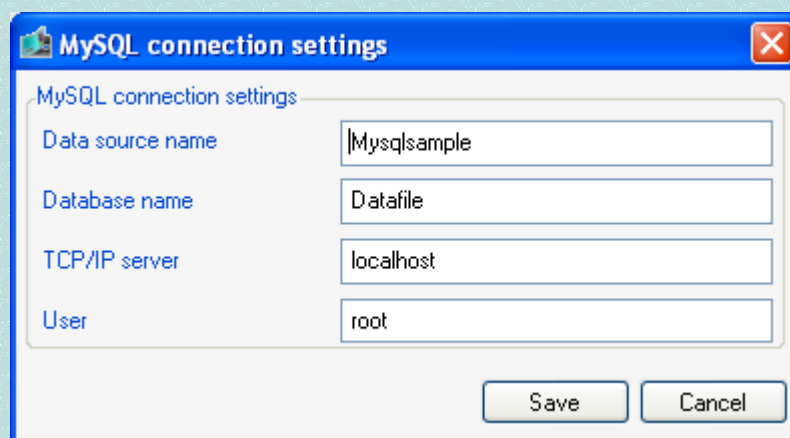
To print cheques the program uses another table named **Payees** representing the table that contains the names of payees.

To print other reports and ensure the management of your bank accounts and manage your checkbooks and bank balances the program uses another table named **Ledger** (representing the general ledger that contains all bank transactions of your company). **Cheque Factory** also uses this table to record automatically any printed or voided cheque.

Fields that may appear in red in this grid are fields that would not be part of a cheque configuration.

MySQL datasource:

When you select MySQL data source and you click **Browse** button the **MySQL connection settings** dialog box is displayed.



The dialog box titled "MySQL connection settings" contains four input fields: "Data source name" with the value "Mysqsample", "Database name" with the value "Datafile", "TCP/IP server" with the value "localhost", and "User" with the value "root". At the bottom right are "Save" and "Cancel" buttons.

Enter the real parameters of your MySQL configuration and click Save. **Cheque Factory** connects to your database, searches for a table named **Cheques** and determines the names, types and sizes of the fields of the table. The result is displayed in this grid.

Structure			
	SelfField	Type	Width
☒	Id	Integer	4
☒	Date_op	Date	8
☒	Payee_id	Character	20

Remarks:

The fields that appear in green in this grid are the fields in the table **Cheques** (their names should be **Date_Op**, **Payee_ID**, **Description**, **Amount**).

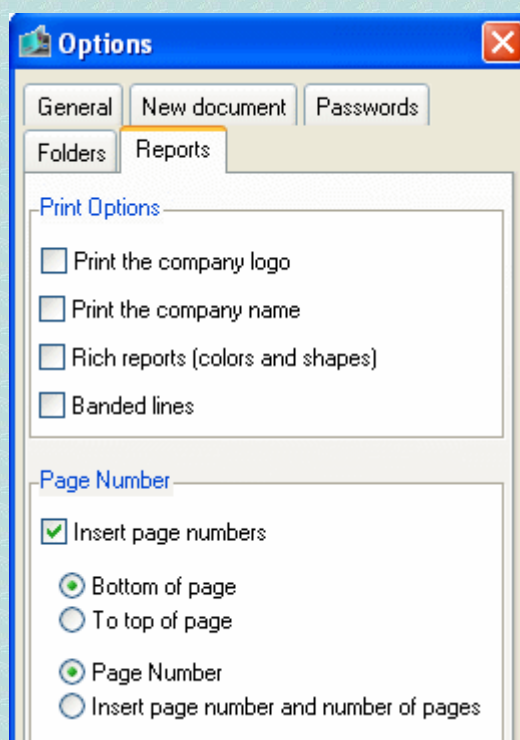
To print cheques the program uses another table named **Payees** representing the table that contains the names of payees.

To print other reports and ensure the management of your bank accounts and manage your checkbooks and bank balances the program uses another table named **Ledger** (representing the general ledger that contains all bank transactions of your company). **Cheque Factory** also uses this table to record automatically any printed or voided cheque.

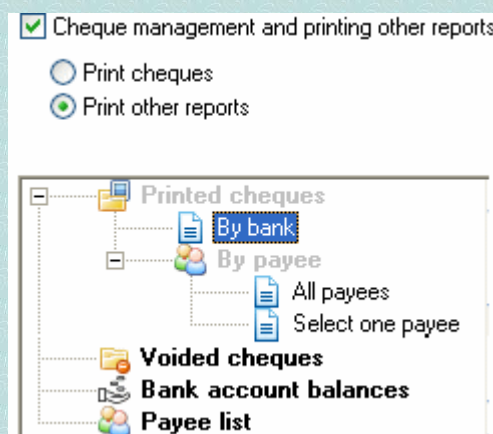
Fields that may appear in red in this grid are fields that would not be part of a cheque configuration.

5. Print other reports:

You can access different settings for your reports via the **Tools -> Options** menu tab **Reports**.



Cheque Factory generates reports for your printed cheques, voided cheques by bank, by payee (you can select a particular payee) as well as for the overall situation of all your banking transactions for a selected period taking into consideration your balances at the beginning and end of the period.

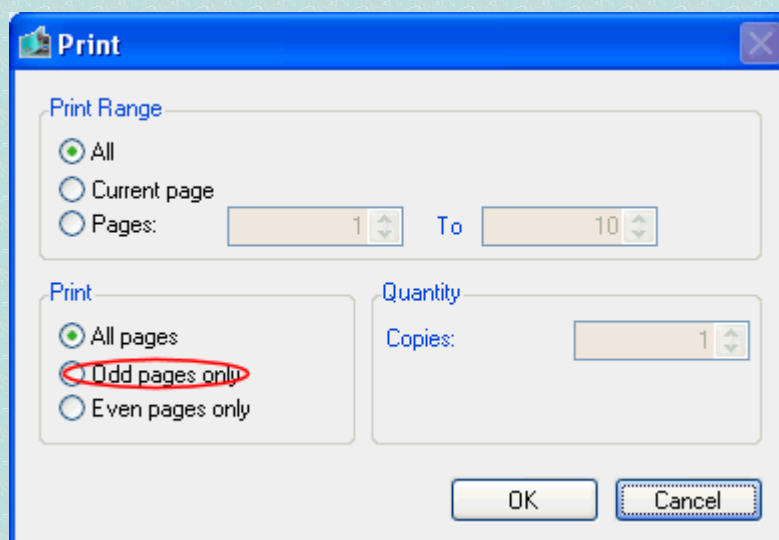


6. Print Preview and Print dialog boxes:

Print Preview toolbar is used to navigate between the pages to print, defines the display type (one or more pages at a time) and the size of the zoom.

The **Print** dialog boxes differ depending on the type of document to print.

- ▶ **Printing a check:** The dialog box prevents to insert a blank check in the printer.
- ▶ **Printing a check with checkbook management:** The dialog box displays the bank balance and the check number to print and prevents to insert the check that the number is displayed.
- ▶ **Printing another type of document:**



Remarks:

The preview window displays the data of the cheque on their real locations in the form of print paper size chosen to print the cheque. Care should be taken to place the cheque in the tray of the printer according to this preview. Adjust the paper guides; for example when they move together to the middle choose Center in Position in the printing area. Otherwise, choose one of the other positions (left, right / top, bottom) according to the movement of paper guides and orientation chosen for printing.

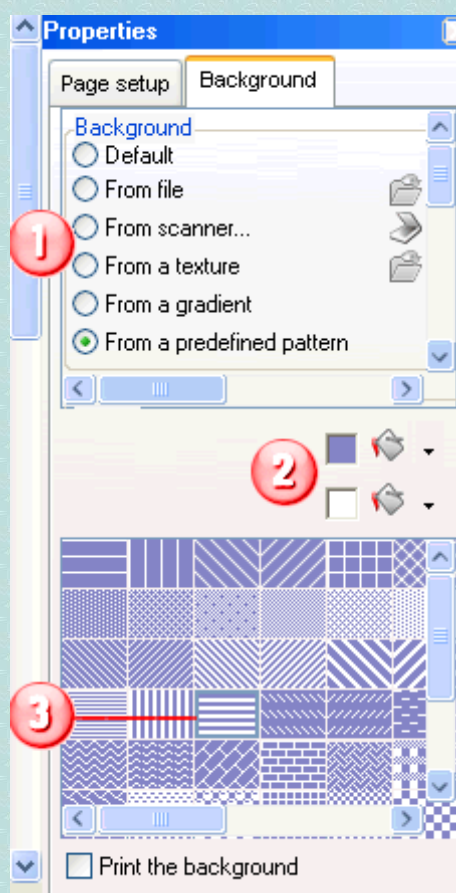
To enlarge or reduce the preview window click on the corresponding buttons in the **Print Preview** toolbar, use the mouse wheel or the + or - keys of the numeric keypad.

For duplex printing choose to print Odd pages only. After they are printed turn the stack of paper and choose to print Even pages only.

IV. Using a background:

1. Types of backgrounds:

Selecting the background type:



1. **Cheque Factory** allows you to integrate backgrounds in your documents from multiple sources:

- ▶ From an image file (select the image by clicking on the button Browse for a picture file).
- ▶ From a scanner (For more information see: Using a scanned image).
- ▶ From an image texture (choose the texture by clicking the Browse button).
- ▶ From a gradient.
- ▶ From a predefined pattern.

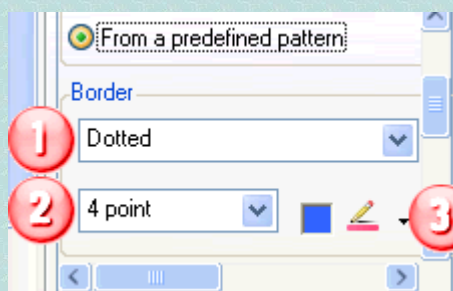
2. These two buttons display a panel of basic colors in which you can choose colors for your gradients.

3. Applies the selected pattern.

Note:

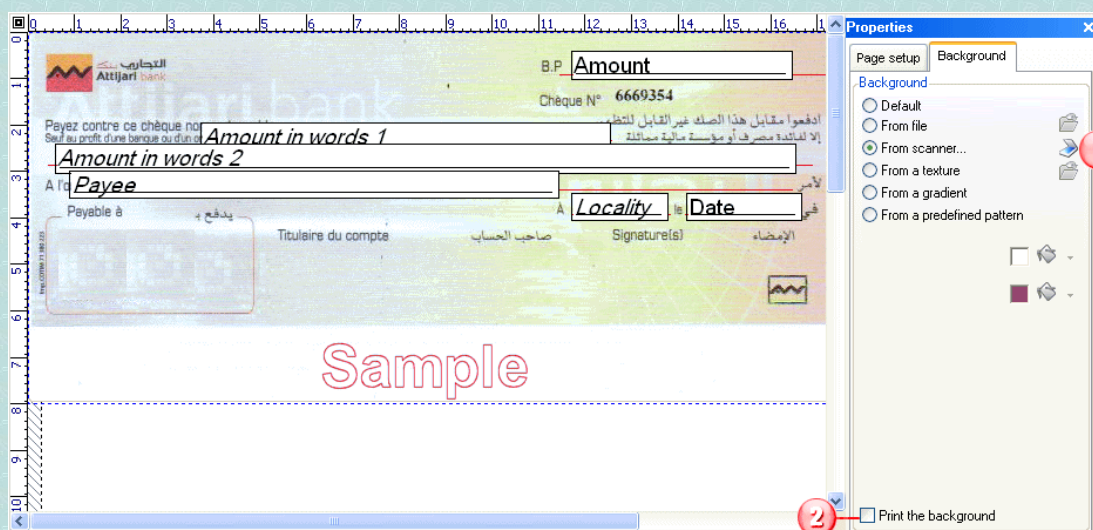
You can drag an image into the design window by drag and drop from Windows Explorer.

Apply a border to the background:

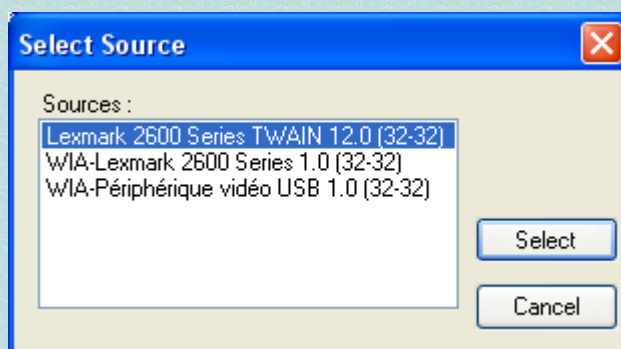


You can choose style, size and color for the border of your background.

2. Using a scanned image:



1. Displays the Select source dialog.



After you select the scanner installed on your machine the software interface of the scanner is displayed. Use this software to perform the scan and if it does not automatically close after scanning, you may close the scan window. **Cheque Factory** captures the cheque image transmitted by the scanner software and integrate it into your document.

Place the elements of the cheque in the appropriate fields of the scanned image and resize them with the mouse.

2. Checking this box will allow you to check the degree of precision in the information overlay on the corresponding boxes in the **Print Preview** window.

Remarks:

Cheque Factory only accepts images with resolutions between 96 and 100 DPI, otherwise it prompts you to perform conversion of resolution for the scanned image.

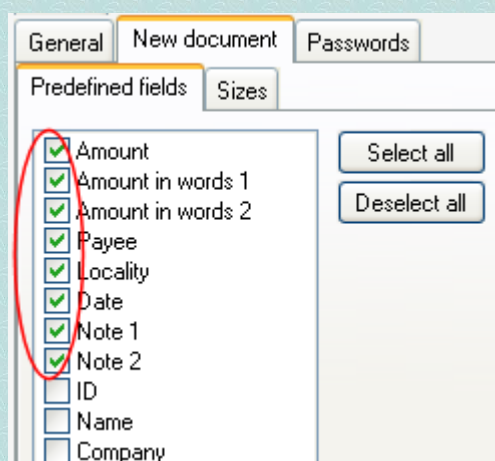
V. Inserting and organizing objects:

1. Using predefined fields:

Cheque Factory provides two types of predefined fields:

- ▶ The fields provided for checks setups.
- ▶ Other fields can be used for other types of documents to print.

They are automatically inserted into a new document if you select them in the **Options** dialog box.



You can also insert them into your document by choosing:

- ▶ **Insert > Cheque member** ou **Insert > Other field**.
- ▶ Via the context menu (right click) **Insert**.

Cheque Factory also provides four predefined sizes of document sizes (which you can change at any time during the setup).

Note:

Cheque Factory prints columns by default from left to right but it is possible to do it from top to bottom.

Insert a cheque member:

Cheque Factory considers a new document or even a document currently edited as a setup cheque if it contains at least the following four fields: **Amount**, **Amount in words 1**, **Payee** and **Date**.

The internal names of these fields are: **Amount**, and **Payee_Name**, **Date_op** (Amount in words is a created field). **Cheque Factory** uses these fields for its specific use (multiple documents) or to extract and convert data from different supported types of file formats.

Field	Internal name	Note	Description
Amount	Amount		This field contains the amount in numbers.
Amount words 1 in		Created field	This field contains the amount in words.
Amount words 2 in		Created field	This field contains the amount in words.
Payee	Payee_name		This field contains the name of the payee.

Locality	Locality		This field contains the name of the locality.
Date	Date_op		This field contains the date.
Note1	Note1		This field may contain any other information related to Cheque (origin of the transaction).
Note2	Note2		This field may contain any other information related to Cheque (origin of the transaction).

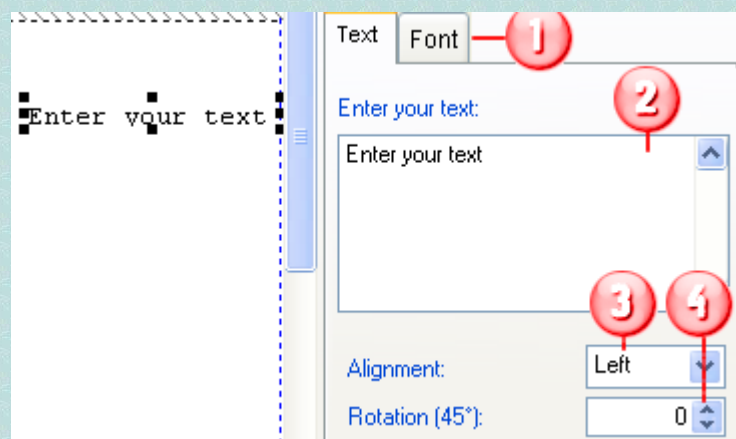
Add another field:

Other fields may be used for other types of documents to be printed. **Cheque Factory** uses them for its specific use (multiple documents) or to extract and convert data from different supported types of file formats.

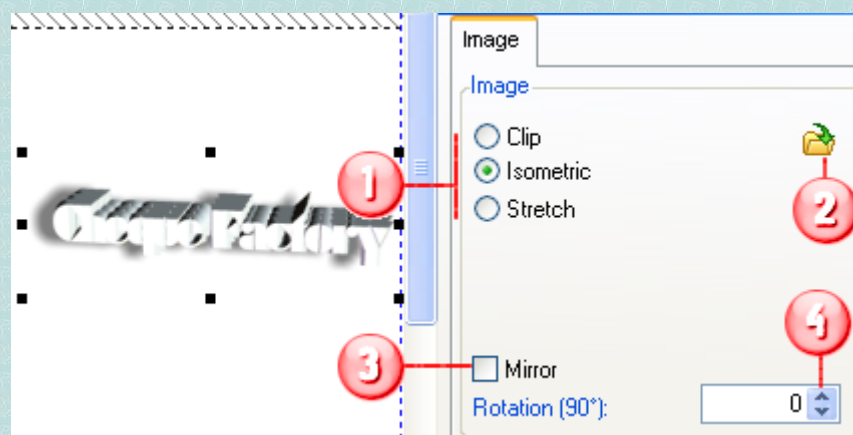
Field	Internal name	Description
ID	Id	This field contains the id value.
Name	Name	This field contains the name.
Company	Company	This field contains the company name.
Address line 1	Address1	This field contains the first line of an address.
Address line 2	Address2	This field contains the second line of an address.
Address line 3	Address3	This field contains the third line of an address.
Phone	Phone	This field contains the phone number.
Mobile	Mobile	This field contains the mobile number.
E-mail address	Email	This field contains the E-mail address*
URL	Url	This field contains a web address.

Note:

The fields **Barcode**, **Barcode_t1** and **Barcode_t2** are added automatically when your document containing a barcode is connected to a data file. They are provided to contain the values of the barcode itself and eventually those of the above text and the text below the barcode.

Add text:

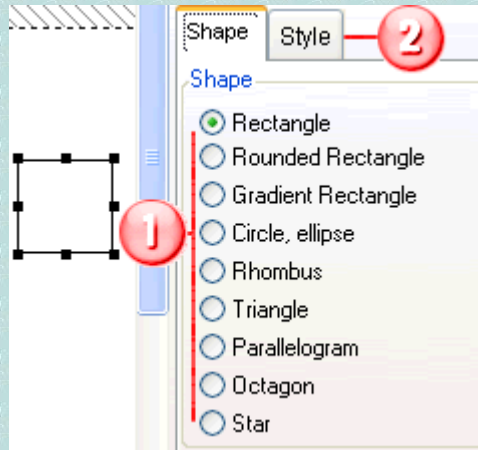
1. Change the font, size, color of text.
2. Enter your text here.
3. Select an alignment for your text (Left, right, center).
4. Rotate your text 45 degrees.

Using an image:

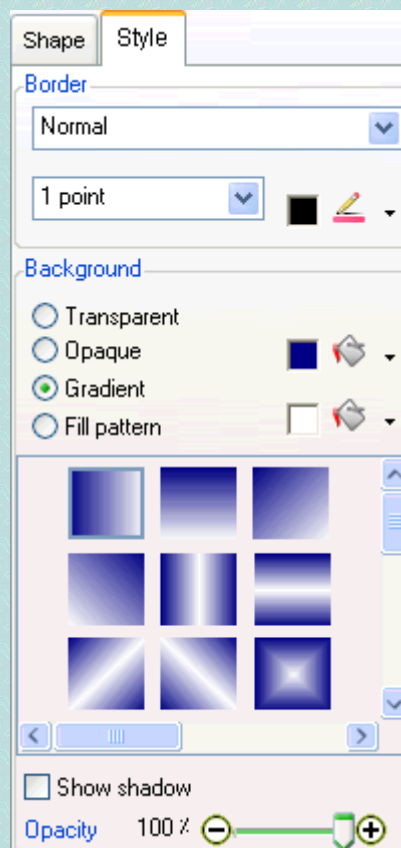
1. Image keeps its original size, is proportional or non-proportional to its original size.
2. Allows you to select another image.

3. Apply a mirror effect to your image.
4. Rotate your image 90 degrees.

Using a shape:



- Select a predefined drawing shape.
- The **Style** tab allows you to apply special effects to your predefined shapes (border or background color, gradient or patterns, shadow, opacity ...)

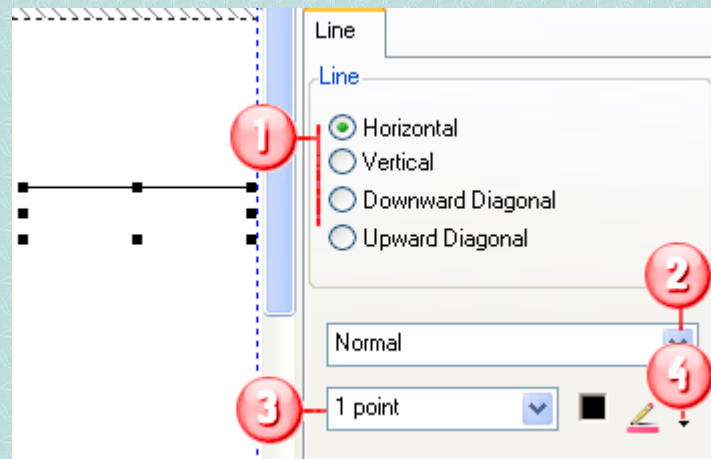


Insert predefined drawing shapes from MS Word:

In MS Word (or any other graphic design software) you can choose a predefined shape, apply the desired effects and copy it. In **Cheque Factory** choose:

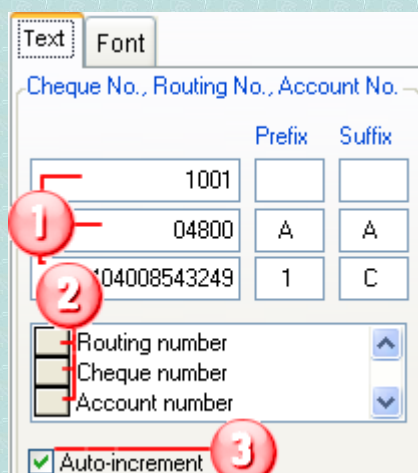
- ▶ **Paste Special** (in the context menu).
- ▶ **Select Edit > Paste special...**

Using a line:



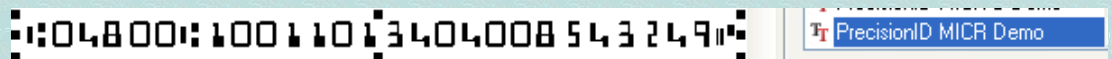
1. Choose the type of line.
2. Choose a style for the line.
3. Choose the size.
4. Choose a color for the line.

Using a serial number:

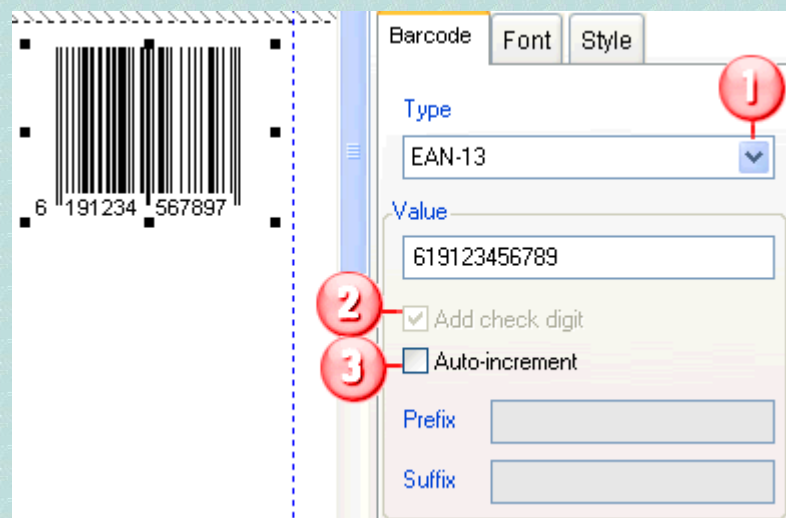


1. Respectively enter the check number, the routing number and your bank account number.
2. By passing the mouse over these buttons the cursor changes. You can move these buttons to change the order of the numbers in the serial number inserted.
3. The first number (the check number) is automatically increased.

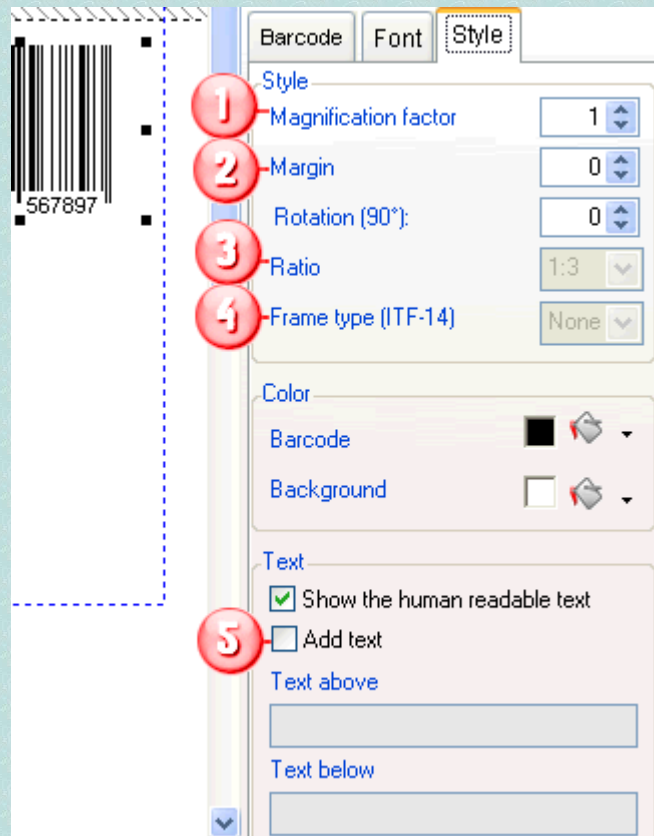
The **MICR E-13B** font is a special font used for bank checks by USA bank system and major Canadian companies for magnetic identification systems and optical character recognition.



Add a barcode:

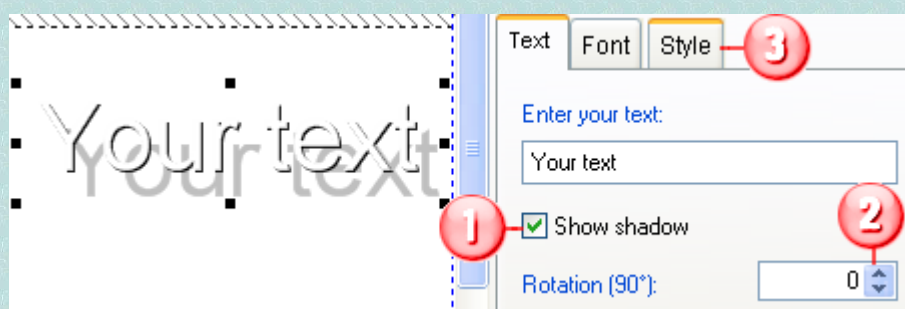


1. Allows to select a type of barcode from the 22 available.
2. Some types of barcode allow not automatically add a check digit (which is 7 in the example above).
3. Checking this box will enable incrementing values of the bar code and allow adding a prefix or a suffix.



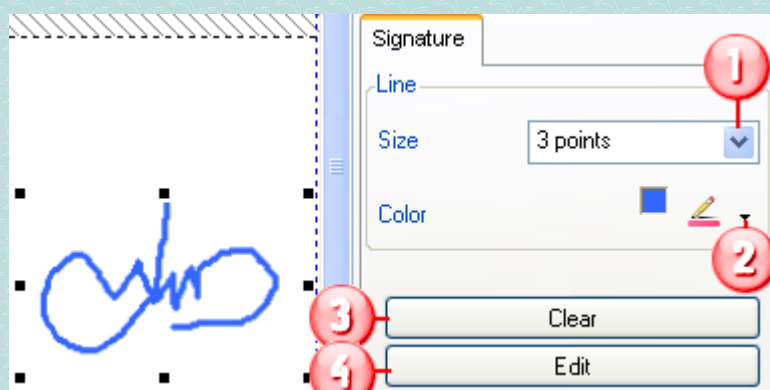
1. Changes the magnification factor of the bar code which ranges from 1 to 6.
2. Increases the margin around the image to add text over and above the bar code.
3. Some types of bar code allow you to change the ratio between the narrow bars and the wide bars. This ratio can take values 1:2, 1:3 and 1:4 (2, 3 and 4 to 1).
4. The type of barcode ITF-14 allows you to choose a type of frame around the bar code (a rectangle or two bars one above and one below the barcode).
5. Allows you to add text above and below the bar code.

Insert a WordArt object:



1. Apply a shadow to your WordArt text.
2. Rotates your WordArt text by 90 degrees.
3. The **Style** tab allows you to apply WordArt effects to your text (border color or background color, gradient or predefined patterns, opacity ...)

Sign the document with mouse:



The **Signature** tool allows to sign your document with the mouse in one stroke.

1. Choose a size for the line.
2. Choose the color of the signature.
3. Clears the signature.
4. Starts editing the signature: you can sign again in one stroke or resume the signature.

2. Handling of objects:

Cut, copy, and paste objects:

You can select any **Cheque Factory** object, copy, cut and paste to duplicate the object as many times as you want.

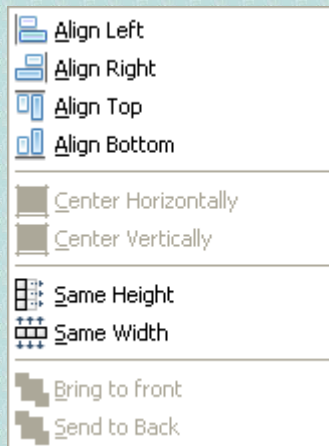
- Choose **Edit > Copy**, **Edit > Cut** or **Edit > Paste**.
- Click the **Copy**, **Cut** and **Paste** buttons of Standard toolbar.
- Use the context menu.
- Use the keyboard shortcuts Ctrl+C, Ctrl+X, Ctrl+V.

Align and arrange objects:

The **Align** toolbar contains all the necessary buttons for alignment and arrangement of objects.



You can also choose **Edit > Align**:



Undo and Redo actions:

You can undo or redo an action at any time during your work:

- ▶ Choose **Edit > Undo**, **Edit > Redo**.
- ▶ Click the **Undo** button or Redo of **Standard** toolbar
- ▶ Use the keyboard shortcuts Ctrl+Z, Ctrl+Y.

VI. Examples:

1. Business card.
2. New check.
3. Ticket.
4. Barcodes linked to a data file.
5. CSV Text file.
6. Visual FoxPro database.
7. Excel workbook.
8. MS Access database
9. MySQL database

1. Business card:



2. New check:

Your Name	12345/9876 1001
123 Your street	20
Your City ,123 Street	
PAY TO	
the order of	\$
	Dollars 
Your Bank	
123 their street	
Their City ,123 Street	
Memo	
	

	666300
Payer contre ce chèque non endossable Sauf au profit d'une banque ou d'un organisme assimilé	ادفوا مقابل هذا الصك غير القابل للتظهير إلا لفائدة مصرف أو مؤسسة مماثلة
A l'ordre de	لأمر
Payable à	A Le في
	Titulaire du compte
	

3. Ticket:

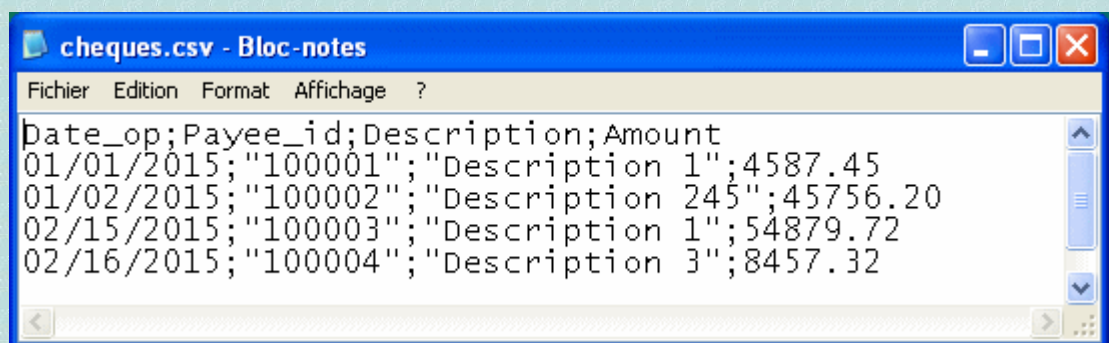
Steve Hackett in Concert		
Friday		
July 18, 2014 8:30 PM		
Olympia Theatre, Paris		
Ticket : \$25.00	1234567	Steve Hackett in Concert July 18, 2014 8:30 PM Olympia Theatre, Paris 1234567

4. Barcodes linked to a data file:



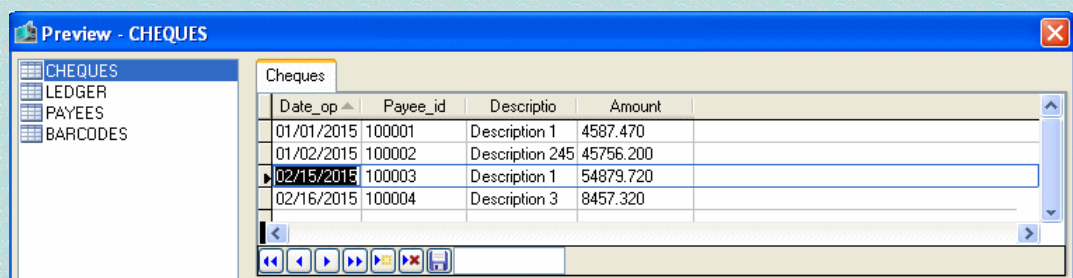
5. CSV Text file:

The following illustration shows the input file **Cheques.csv** which contains four entries



6. Visual FoxPro database:

The following illustration shows the **datafile.dbc** database that contains four tables:



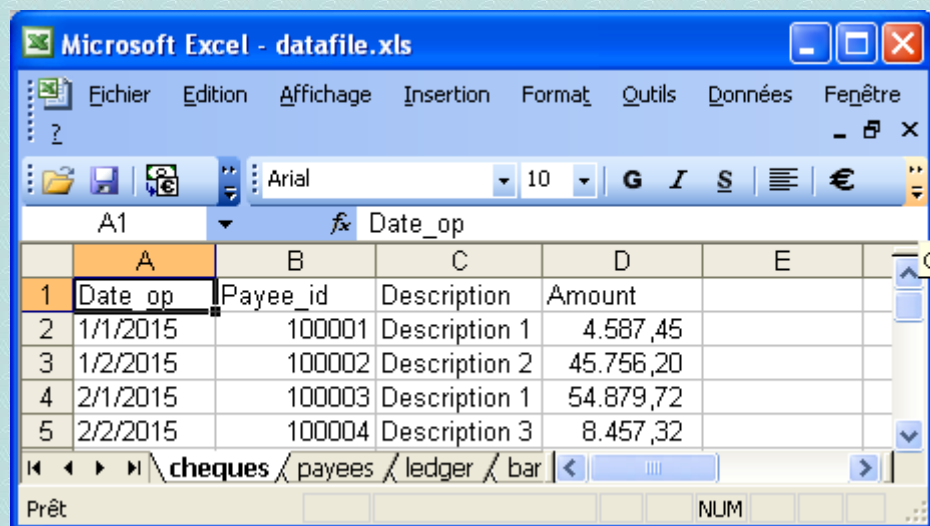
Note:

Double-click a table to display its contents.

Click once on the header of a field sorts the table in ascending order of the data in that field. Click a second time on this field sorts the table in reverse order.

7. Excel workbook:

The following illustration shows the **datafile.xls** workbook that contains four worksheets:



	A	B	C	D	E
1	Date_op	Payee_id	Description	Amount	
2	1/1/2015	100001	Description 1	4.587,45	
3	1/2/2015	100002	Description 2	45.756,20	
4	2/1/2015	100003	Description 1	54.879,72	
5	2/2/2015	100004	Description 3	8.457,32	

8. MS Access database:

The following illustration shows the **datafile.mdb** database that contains four tables.

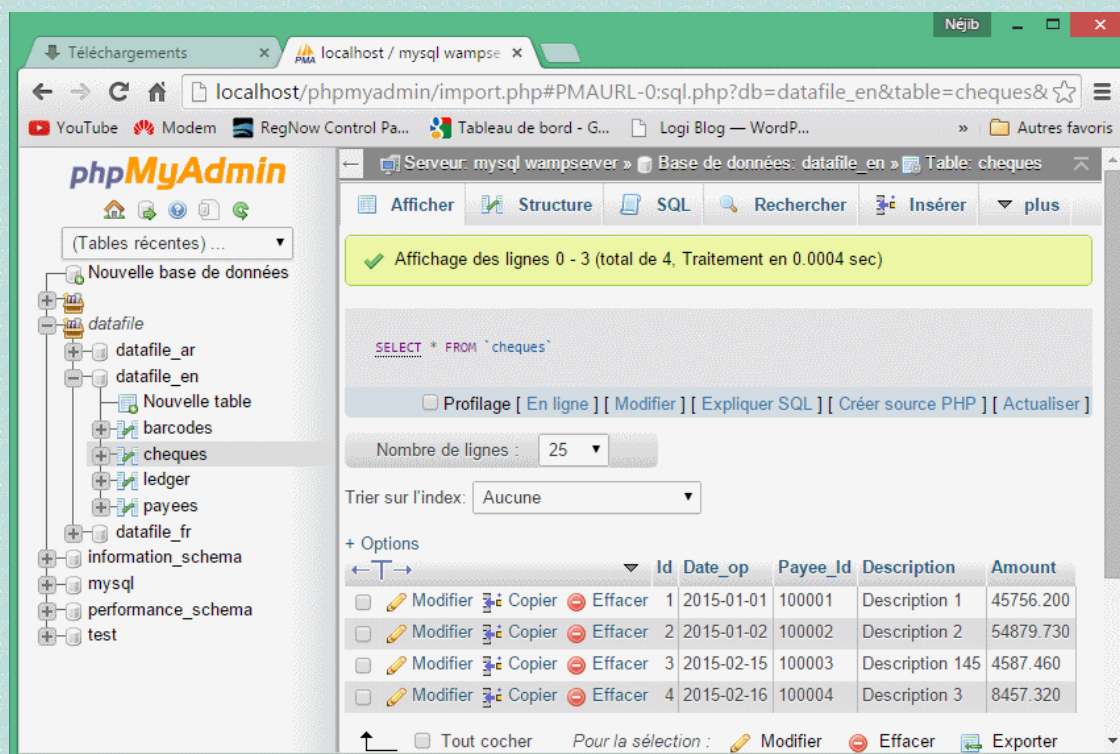
Date_op	Payee_id	Description	Amount
01/01/2015	100001	Description 1	4587.45
02/01/2015	100002	Description 2	45756.201
15/02/2015	100003	Description 14	54879.728
16/02/2015	100004	Description 3	8457.32

Remarks:

The file format chosen for these examples is compatible with MS Access 2002-2003. For a default installation of MS Access 2007 or 2010 or 2013 these examples work without problem. However, to avoid the message "Unable to access the current object!" and work directly with these examples in MS Access 2003, you have to lower default security level using **Tools** menu, **Macro**, **Security** (choose Low security level). Also note that this message can result from a mismatch between the saved password in the **Options** dialog box and the MS Access database.

9. MySQL database:

The following illustration shows **datafile_en** database that contains four tables.



Remarks:

The MySQL / ODBC 5.3 driver that you can download from the site Mysql.com must be installed on your system. Otherwise, Cheque Factory generates a message prompting you to directly download this driver. This driver called connector lets you connect to a remote or local MySQL server (WampServer, Xampp, EasyPHP).

When you create or change a password for access to MySQL database via the **Options** dialog box (File-> Options), you must save your MySQL connection settings again via the dialog box **MySQL connection settings**.

VII. Register Cheque Factory:

The evaluation version of **Cheque Factory** is fully functional. However, its trial period is limited: it expires after 14 days of use.

If you need this software you must purchase it from **MyCommerce**:
<https://shopper.mycommerce.com/checkout/cart/add/29768-2>.

- ▶ When the trial period has not yet expired: Choose **Help > Activation Key**, paste the activation key in the box and then click OK.
- ▶ When the trial period has already expired: click the **Register** button that appears in the start dialog. Once the key has been pasted into the box a confirmation box will ask you to restart the program.

